

Workforce Accelerator Fund 4.0 – *WAF Your Way to Success* Webinar Questions and Answers (2/7/17)

- **Please define leveraged funding.**

As stated in the Request For Applications (RFA), all leveraged funding sources are acceptable for WAF.

- **What agency approves project modification requests?**

Project modification requests are required to be sent to your EDD Project Manager for approval and processing.

- **What do we do to communicate additions to project team members at our organizations?**

Any additions made while finalizing your exhibit package with your EDD Project Manager in the upcoming few weeks will be included in your contract. After that time, please contact your EDD Project Manager for guidance.

- **How do we make modifications right now?**

We are in the process of reviewing all exhibits and changes may be warranted. At this time since exhibits are being finalized, you will be able to make additional modifications. Your EDD Project Manager will be in touch with you soon to go over your project exhibits.

- **If we have been previously WAF-funded, do we need to attend the fiscal webinar on March 9th?**

CalJOBSSM will be going through a system upgrade on February 20, 2017. EDD strongly recommends sending staff to the training in person or virtually attending the webinar to ensure you are aware of all the new system changes and features that may affect the way you currently report.

- **Do we submit monthly reports even within the months we are submitting quarterly reports?**

You will need to submit a Monthly Narrative report every month, but your expenditure report in CalJOBS will only require you to submit a quarterly report when it is the quarter's end. There is no additional Quarterly Narrative report required by EDD.

- **If we do not have participants to enter into CalJOBS, but we have expenditures, such as in the current month, can we invoice and get paid?**

Yes, you are required to submit an expenditure report every month, even if you have not yet enrolled individuals. You will submit your cash request in CalJOBS after submitting your monthly expenditure report, which validates your cash request. We will go over this during the Fiscal training on March 9th.

- **At what point do we enter participant information into CalJOBS?**

You will need to enter participant information as you enroll them into your grant, the system will not allow staff to enter participant information after 30 days. **Please note:** You must enroll each participant into CalJOBS, before you expend \$1 of grant funds on a participant or your costs may be disallowed.

- **Do you have a template for written agreements between us and our contractors?**

EDD recommends that projects have written agreements with partners and contractors as to the time they submit reimbursable invoices and payments, as well as for tracking in-kind funds and services received. This increases the ease of fiscal reporting for the project. Since this is a best practice recommendation, not a requirement, EDD does not prescribe a specific template and allows each project to develop a form suitable to their needs.

- **Do Technical Assistance (TA) projects also need to submit monthly narratives reports? We have monthly calls with the state so it might be repetitive.**

Yes, TA projects will also need to submit a Monthly Narrative Report to EDD. The monthly calls are not considered part of the required reporting.

- **Are both the narrative and fiscal reporting done through CalJOBS?**

Your monthly expenditure report will be completed through CalJOBS, but your narrative report is a form you will need to email to your EDD Project Manager and the group inbox at wsbprojectmanagement@edd.ca.gov. The template is available online through [this link](#). For other forms, please visit our [Project Management Resources website](#).

- **How are the monthly narrative reports submitted to our EDD project manager?**

Please email your monthly narrative report by the 20th of the following month to your EDD Project Manager as well as to the group inbox at WSBprojectmanagement@edd.ca.gov.

- **If we are using the de minimis rate for Indirect Cost, which line does it get reported on Exhibit F?**

You can indicate up to a 10 percent De Minimis Rate on Line **O. Other** on both Exhibit F, Budget; and Exhibit F2, Budget Narrative.

- **If we have a travel charge or a staff salary change, should we not the change now to get the Exhibit F correct for the contract?**

Yes, please submit any changes along with any additional changes to your EDD Project Manager upon their request.

- **Is the fiscal bond (insurance) expense an allowable expense?**

Yes, required insurance expenses are allowable and accounted for in:

- Exhibit F, Budget under line F. Operating Expenses, and
- Broken out under line F. Operating Expenses, Insurance on Exhibit F2, Budget Narrative.
- **If we were reporting expenses in wrong line item and we realize this after six months of reporting, do we need to revise all six months or just the last month?**

You will just need to make the corrections on your most recent expenditure report.

- **Can we use other WIOA grant funds for match on this grant? We do not have a source of non-federal dollars?**

Yes, other WIOA funds may be used as match dollars as long as those dollars have no contingency against such a match.

- **When are the quarterly reports due?**

The CalJOBS system will prompt you when the report is due at quarter end. You will still be required to send your monthly narrative. The California Workforce Development Board (State Board) will set the due date for the Interim Progress report, which is submitted directly to them.

- **When will we get the dates for the rest of the WAF convenings?**

The State Board has primary responsibility over the organization and coordination of the WAF convenings, and they will send notifications to all subrecipients as soon as a convening is scheduled. In the meantime, you can visit the [State Board's website](#) for more information.

- **Will the March training walk us through the reporting process?**

Yes, the fiscal training on March 9th will walk staff through the reporting process.

- **Will a Monthly Narrative report be due on 2/20/2018 for the final month of the grant?**

Yes, a final monthly narrative report will be due on 2/20/2018.

- **When enrolling youth in CalJOBS, do we open a "Generic Program" application?**

No. Workforce Accelerator Funds are [federal funds](#) and the WIOA application must be used to track all enrollments.